

**Ryan White Title I
Inland Empire HIV Planning Council
Minutes of Meeting
Thursday, October 25, 2001
1:30 p.m. - 3:30 p.m.**

**Children's Discovery Museum of the Desert
71-701 Gerald Ford Drive, Rancho Mirage, CA 92270 (760) 321-1605**

Call to Order and Introductions

Joe Acosta, Co-Chair, called the meeting to order at 1:30 p.m. Introductions were made. Persons in attendance were:

Members Present

Victoria Jauregui Burns	Carolyn Harris,	Evelyn Valentino	Sandra Bibb
A. Lloyd Jones	Joshua Sparks	Joe Acosta	John Brown
Ed Cueto	Steven Glenn McGrew	Darlene DeBayona	Faith Davis-Bolton
Danny Colon, MSW			

Members Absences:

Tom Prendergast, MD, MPH	Gary Feldman, MD	Becki Zeidler	James Taylor
Henry Hank Simmons	Joseph Revetto, Ph.D.	Tom Palumbo	Steve English
David Fyffe	Jeff Byers	Leann Chamlee	Jerry Nevarez
Erin Comstock	Cherry Houston, Ph.D.	Edwin Zelaya	Benita Ramsey
Fred Flotho	Gregory French		

Other Attendees:

Joshua Olagunju	Scott Rigsby	Jim Woodward	Carol Bagonis
Erika Hargrew	Krystal Gray	Alex Taylor	Rick Rector
Brenda Colson	Robert Poehling		

Public Comments

- Joe Acosta thanked the Grantee, Planning Council Staff and Carolyn Harris for the hard work that they put into completing the grant application.
- Joe Acosta thanked Steve McGrew, Toni Brown, Erika Hargrew and the Planning Council Staff for all the work put into The African American/Hispanic Conference.
- Evelyn Valentino invited members to attend "World AIDS Day" an event her company, Working Wonders is presenting at The Childrens Museum of the Desert Saturday, December 1, 2001

Agenda Additions, Revisions, and Corrections

Joe Acosta noted that the minutes should reflect that he made the motion to approve the P&E Committee's recommendations for the FY 2002 Service Categories, Definitions, Standard of Care Eligibility Criteria and factors to be considered for funding awards. He said that John Brown seconded the motion.

Approval of Minutes

Minutes of the September 27, 2001 meeting were approved as modified. Carolyn Harris motioned to approve the minutes. Lloyd Jones seconded the motion.

Motion # 01-38 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no *PC Form 700* on file: 0

Planning and Evaluation Committee Report

Evaluation of Administrative Mechanism (EAM)

Carolyn Harris reported on the EAM progress and highlighted the need for the Grantee to respond by December 2001. Carolyn noted that all members have received a copy of the EAM Report.

Jim Woodward reported on the site visit progress. Jim continued by commenting on the lack of reports from the CBC providers. He also mentioned that the delay in mileage payment to PC members is being reviewed.

MIS

Carolyn Harris reported that the Case Management and MIS Committees held a joint meeting to discuss and revise the minimum requirement for The Standard Initial Intake Form. Carolyn submitted the finalized draft and motion that the Planning Council adopt document as the standard for this EMA. John Brown seconded the motion. The motion carried.

Motion # 01-39 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

There was a discussion about the MIS AIRES Project. Updating the service providers hardware systems was determined to cost about \$50,000 for a major provider.

QLS

Victoria Burns submitted the Quality of Life Survey results. She noted the significant findings that the survey unveiled. Alex Taylor recommended that the same report be done in January 2002 rather than waiting for 6 months as recommended by the Evaluation Standards Committee.

Planning Council suggested adding to the next survey the types of services that the clients receive within the EMA and to rate the services. She thanked Joshua Olagunju and PC Staff for implementing the QLS.

Reallocations

Victoria Burns submitted the P&E recommendation as follows:

1. Reduce FY 2001 Planning Council Staff budget by \$71,130
2. Reduce FY 2001 Program Support budget by \$223,000
3. Do a 60/40 split between the counties of the total reduction.

The total reduction is \$294,130.

Riverside County would receive approx. \$174,000. (60%)

San Bernardino County would receive approx. \$117,652. (40%)

Motion to approve the P&E recommendation was made by the Committee and did not need any second.

Motion # 01-40 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Action / Assignment:

- FY 2001 Budget reduction in Planning Council Staff and Program Support.
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Advocacy Reports

John Brown reminded all that the CAEAR Coalition business meetings will be held at the Riviera Hotel in Palm Springs December 7-9, 2001. It was recommended that members that want to attend should send their application to Martha/Alex Taylor for processing before November 23, 2001.

HIV Presentation

None

Fiscal/Programmatic Report (Grantee Expenditure Reports)

Grantee Expenditure Report

Scott Rigsby announced that the report was sent with the Agenda and minutes.

John Brown discussed the 66% Target as stated on a report send to members separately.

Jim Woodward discussed the need for timely submittal of provider invoices required to enable the Grantee to perform projections.

Title I Grant Application

Alex Taylor announced that the application was mailed on October 19, 2001. He thanked members and providers, Rick Ciprian, Sarah Mack and staff for their help.

Executive Committee Report

Joe Acosta reviewed the Executive minutes from the October 9, 2001 meeting. Video Conferencing was briefly discussed.

HRSA Technical Assistance

Alex Taylor provided a brief report on the progress. He noted that there would be a conference call to determine the dates that Lennie Green will be in our EMA to determine the training needs of the Planning Council members.

County Committee Reports

San Bernardino County

Sandra Bibb motioned that the committee's recommendation for reallocation of the FY 2001 Budget reduction in Planning Council Staff and Program Support monies (\$117,000) be distributed as follows:

1.) Primary Medical Care	25,000
2.) Case Management	33,000
3.) Transportation	20,000
4.) Mental Health	15,000
5.) Food	24,000

Total: 117,000

Motion # O1-41 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Riverside Committee

Joe Acosta motioned that the committee's recommendation for reallocation of the FY 2001 Budget reduction in Planning Council Staff and Program Support monies (\$175,000) be distributed as follows:

1.) Primary Medical Care	100,000
2.) Food	75,000

Total: 175,000

Motion # O1-42 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

The multiple year contract format for contracting with providers were endorsed by the committee. Motion to approve the endorsement carried.

Motion # O1-43 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Membership Committee Report

Joe Acosta reported the following PC Membership resignations:

Jim Taylor,
Tom Palumbo and
Phil Sladick

Letters were sent to the following PC members:

Hank Simmons,
Steve English and
Dr. Joseph Revetto

Motion # O1-44 was approved unanimously.

For: 13

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Action / Assignment

- A plaque was recommended for Phil Sladick for his past leadership role. Alex volunteered to make the plaque.
- The committee recommends a six month training session for all future Planning Council Members.

Ad hoc Committee Reports

Consumer Advocacy

Lloyd Jones reported on the Committee's Mission Statement, goals and Objectives. (see attached)

Public Comments

Rick Rector reported on the AIDS Watch.

None

David Perry will present a draft of the planned website at the next Planning Council meeting. Anyone with agenda items for the next Planning Council meeting or the next Executive Committee Meeting please contact Joshua Olagunju.

The next PC meeting is scheduled for Thursday, November 29, 2001 from 1:30 p.m. to 3:30 p.m. at The Cathedral City Library, 33520 Date Palm Drive, Cathedral City (760) 328-4262

The meeting adjourned at 3:45 p.m.

Certified:

Thomas Prendergast, MD, MPH Co-Chair	Date
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Joe Acosta	Date
Co-Chair	